

Memorandum

Date : June 17, 2004

To : Executive Staff
Regional Administrators, Institutions Division
Regional Parole Administrators
Regional Administrators, Health Care Services Division
Wardens
Health Care Managers

Subject: **INTERNAL HIRING FREEZE – PARTIAL LIFTING**

The purpose of this memorandum is to lift the internal hiring freeze for most classifications and locations effective immediately. Accordingly, permanent appointments may now be made (without an approved Internal Hiring Freeze Exemption Request [IHFER]) to all classifications and locations **except** those indicated on the attached listing. The listing includes all classifications and locations that remain frozen at this time, but will be updated as overages and placements are resolved. Hiring programs may continue to make limited-term appointments without an approved IHFER to frozen classifications and locations. However, permanent appointments may only be made to frozen classifications with an approved IHFER.

Current appointments made on a limited-term basis, to unfrozen classifications, may be converted to a permanent tenure provided that:

- The limited-term appointment was used to refill a permanent vacancy. That is, the position was not vacated on a temporary basis, i.e., training and development assignment, limited-term, leave of absence, military leave, etc.
- The original vacancy advertisement included words to the effect that the position was being filled limited-term with the potential of becoming permanent.
- The employee has the eligibility to be appointed on a permanent basis via lateral transfer or reachable on a certification list.

Detailed instructions pertaining to the conversion of limited-term appointments to permanent are included in the February 10, 2004, memorandum entitled, "Modification and Clarification of the Internal Hiring Freeze." Please refer to these instructions to ensure all conversions to permanent tenure are consistent with applicable personnel laws, rules, and regulations.

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Please ensure this information is shared with appropriate staff immediately. If you have any questions regarding the conversion of limited-term appointments to permanent, please contact your Personnel Operations Analyst. If you have questions relative to the internal hiring freeze, please contact the Departmental Placement Services Team (DPST) at (916) 327-9761 or via intranet at Placement.svcs@corr.ca.gov.

Original Signed By:

FRANK E. RENWICK
Deputy Director
Administrative Services Division

Attachment

cc: Institutional Personnel Officers
DPST
Personnel Liaisons
Personnel Operations Analysts
Personnel Services Section